

Case Management

CM / ECF

Electronic Case Files

NOTICE TO ATTORNEYS PRACTICING IN THE
BANKRUPTCY COURT - WESTERN DISTRICT OF MICHIGAN

Judge Gregg is now utilizing the same electronic order signing module (E:Orders) that Judge Stevenson has been using. This module allows the Judges to sign orders utilizing an electronic stamp. Currently, Judge Stevenson's electronic stamp appears at the top of an order, which requires attorneys to submit proposed orders with at least a 1" margin at the top of the page. Changes have been made to the E:Order program so that the Judges' signatures will now be placed at the end of the last page of proposed orders. Starting **immediately**, the new minimum requirement to utilize the E:Order program is that all proposed orders have at least a 2" margin at the end of the order. In addition, on the final page of the proposed order the language "End of Order" must appear above the 2" bottom margin (see attached sample). It will no longer be necessary to include page numbers or a signature line for Judges Gregg and Stevenson, however, these will be required for Judge Hughes.

Please note that when proposed orders are submitted to the Court for entry, please be sure to follow the above requirements regardless of the Judge. If the proponent of an order is not a registered participant in Case Management/Electronic Case Filing (CM/ECF), the electronically signed order will be transmitted to the Bankruptcy Noticing Center for conventional service upon the proponent (attested copies are no longer returned). Also, the party responsible for proper service of orders remains unchanged. We anticipate that Judge Hughes may also utilize this E:Order program in the future.

Pursuant to Administrative Order 2004-06, effective January 1, 2005, all petitions, pleadings and other documents filed by attorneys in the Western District of Michigan shall be filed electronically according to the procedures established by the Court. To do this, attorneys must be registered participants in the Court's electronic filing system (CM/ECF). To learn more about becoming a registered electronic filer, please visit the Court's web site at www.miwb.uscourts.gov or by calling the CM/ECF Help Desk at (616) 456-2266 or toll free 1-866-351-4795. If you have any questions or concerns regarding electronic filing procedures, please feel free to contact the Help Desk at the telephone number(s) referenced above or email the Help Desk at ecfhelpdeskmiwb@miwb.uscourts.gov

**UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MICHIGAN**

In the Matter of:

Name(s) of Debtor(s)

Case No.: ##-#####
Chapter #

Debtor(s)/

PROPOSED ORDER

PRESENT: **HONORABLE JUDGE**
United States Bankruptcy Judge

[LANGUAGE OF PROPOSED ORDER HERE]

END OF ORDER